

# Ground Rules For The Stakeholder Process

## *Revised and Affirmed by the Stakeholders 11-9-10*

(New or amended language shown in underlines or ~~strikethroughs~~)

***Purpose of the rules:*** To ensure that each participant has a full and fair opportunity to participate, and to achieve the most effective and productive use of everyone's time and energy.

### ***Participation:***

1. *Keep comments brief*, courteous, constructive, and respectful, and direct them to the facilitator.
2. *Refrain from side conversations* when another person is speaking.
3. *Listen closely and openly*: learn from the viewpoints and knowledge of others; recognize the value of each member's experience; be open to new information.
4. *State your name before you speak*, for the benefit of members (*initial rule*)
5. *The Stakeholder Representatives will enforce their affirmed ground rules* through the facilitator.
6. Role of Alternates - Stakeholder Representatives may assign an alternate to serve in their place at any given meeting. When alternates attend, they have full representation, but the representative must inform project staff in advance that the alternate will be attending and is approved by the primary representative. Stakeholders who assign an alternate commit to keeping the alternate informed of the content and substance of the process so the alternates are prepared to serve. Topics will not be revisited to satisfy the needs of alternates.

### ***Procedures:***

7. *Review meeting materials* and complete any assignments in a timely manner.
8. *Attend meetings and be on time*. Meetings will begin and end promptly on schedule. Members will notify the County staff project manager in advance if unable to attend a meeting, and whether an alternate will attend instead.
9. *Members will submit information they wish to share with fellow members*, to the County staff project manager in advance (giving as much time to staff as possible).

but no later than close of business two days before the meeting – a 48 hour lead time), to allow for full and timely dissemination. Should a member wish to present information or a proposal for the representatives to consider which has not been provided to the County staff manager, 50 copies will be needed. Members recognize that any late information may or may not be considered at the meeting, depending on the will of the representatives.

10. *In any public communications on Representative's matters*, members will use the same tone of courtesy, respect, and constructive engagement as in Representatives meetings, and will make it clear that they speak only for themselves and not the Representatives as a whole. Members will not use the news media to lobby for their own viewpoints.

*[Facilitator's Note: the Stakeholders discussed this issue at some length, and acknowledged the difficulty and complexity of enforcement, and that essentially, members are on the "honor system" to simply show the same respect for fellow members in public statements between meetings as they do during the meetings.]*

11. *Keep all cell phones on a silent setting* during the meetings; if it is necessary to make or take a cell phone call, please leave the room.
12. *A summary of each meeting will be provided* prior to subsequent meetings, and the County staff project manager will post relevant materials on the County's website. *All meeting announcements will be posted* on the County's website and will be open to the public and the press.

### ***Decisions:***

12. *The Representatives' Decisions on substance and procedures will reflect the broad consensus* of the representatives, not necessarily unanimous agreement. The test for each member's decision is not "do I love it?" but rather "can I live with it?" Members who did not participate in a particular discussion need not be part of the consent agreement on that particular issue.
13. *The Goal is Always Consensus.* However, Stakeholders may "agree to disagree" on any given issue and measure of the level of consent by counting the number of members who support or oppose a particular proposition. Further, multiple viewpoints may be put forth as viable alternatives if a clear consensus on a particular issue is impossible to reach. All input from representatives will be recorded and forwarded to the Board of Supervisors for the record.
14. *The Representatives can amend the Ground Rules by consensus agreement.*